



TOWN OF TEWKSBURY
COUNCIL ON AGING / SENIOR CENTER
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VIRGINIA DESMOND, CHAIR
JOEL DEPUTAT, VICE-CHAIR

ASHLEY SPRINGMAN, DIRECTOR
ASpringman@teewksbury-ma.gov

Meeting Minutes June 15, 2016

The meeting was called to order by Virginia Desmond, Chair, at 12:40 p.m. at the Tewksbury Senior Center.

Members Present: Joel Deputat, Bob MacInnis, Dr. Joanne Aldrich, Paul McNaught, Lorene Patch, Patty Sasso, Kathy Walsh, Marie Durgan, Joan Unger and Arlene Wright

Members Absent: None

Others Present: Ashley Springman, COA Director and Jan Conole

1. Approval of Meeting Minutes – May minutes distributed for approval at July meeting.

MOTION: Mr. Deputat made the motion to table the approval of the May minutes to be approved in July. Ms Sasso seconded the motion. The motion carried 11-0.

2. Finances

a) FY 16 Budget Report and List of invoices

Lorene Patch read the finance report. The total available operating budget through June 15, 2016 is \$8679.56 with \$1642.40 being encumbered.

MOTION: Ms. Wright made the motion to accept the finance report through June 15, 2016. Dr. Aldrich seconded the motion. The motion carried 11-0.

3. Announcements and Correspondence

There were no announcements.

4. Election of Chairperson

MOTION: Ms. MacInnis nominated Ms. Desmond to be reappointed as the chairperson. Ms Desmond opened up the floor for any other nominations. No other nominations were put up. Dr. Aldrich motioned to close the nominations. Mr. Deputat seconded.

A vote was taken and it was unanimous to elect Ms. Desmond as the chairperson.

a) Upcoming Events:

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|----------------------------|--------------------------------------|
| • Friday, July 1, 2016 | 9:30AM Parkinson's Support Group |
| • Monday July 4, 2016 | Senior Center Closed |
| • Tuesday, July 5, 2016 | 2-6PM Upscale Intake Night |
| • Wednesday, July 6, 2016 | 3-4PM Technology Instruction |
| • Thursday, July 7, 2016 | 10:00AM SHINE Appointments |
| • Monday, July 11, 2016 | 7AM Bus Departs for Foxwoods |
| • Monday, July 11, 2016 | 3-4PM Technology Instruction |
| • Wednesday, July 13, 2016 | 10AM Bereavement Support Group |
| • Wednesday, July 13, 2016 | 3-4PM Technology Instruction |
| • Thursday, July 14, 2016 | 12PM Estate Planning Seminar |
| • Thursday, July 14, 2016 | 9AM Men's Group |
| • Friday, July 15, 2016 | 12:30PM GAC Cookout |
| • Monday, July 18, 2016 | 10AM – MS Support Group |
| • Monday, July 18, 2016 | 3-4PM Technology Instruction |
| • Tuesday, July 19, 2016 | 10AM Bus Departs for Hay Day Trip |
| • Wednesday, July 20, 2016 | 12:30PM – COA Board Meeting |
| • Thursday, July 21, 2016 | 8:30AM Foot Care Clinic |
| • Thursday, July 21, 2016 | 10-2PM SHINE Appts |
| • Friday, July 22, 2016 | 10AM Coffee with the Director |
| • Monday, July 25, 2016 | 10 AM Senator L'Italien Office Hours |
| • Monday, July 25, 2016 | 12PM DJ Afternoon Dance |
| • Tuesday, July 26, 2016 | 9:30AM Rep Miceli Office Hours |
| • Tuesday, July 26, 2016 | 10:00AM Brown Bag Distribution |
| • Wednesday, July 27, 2016 | 9-11AM – Hearing Clinic |
| • Wednesday, July 27, 2016 | 3-4PM Technology Instruction |
| • Wednesday, July 27, 2016 | 12:30-2PM 1:1 Legal Appts. |
| • Thursday, July 28, 2016 | 9AM – Men's Group |
| • Friday, July 29, 2016 | 9AM – Boston Duck Tour Day Trip |

4. Director's Report

1. The Town Manager responded to the offer by the flooring company. There are no new updates on the estimated date to replace the floor.
2. Three van drivers have been chosen. Nancy McCarthy has taken the LRTA training course. The van was left at Sheehan's garage to be repaired. The van was damaged when left overnight at Sheehan's garage for the parade. Trips to Market Basket will be starting on July 1 between 9 and 10 for picking up. Dropping off at Market Basket and returning people to their homes starting at 11. Ms Springman will be working with the LRTA to help getting some routes together to provide rides for Seniors. Ms Springman will be meeting with Ms McCarthy to go over mileage tracking, incident reports, tracking her time, etc.
3. The go the Distance walk was held even though the weather was horrible. There were 5 Seniors that participated and Fran Riley was the winner of the raffle prize for participation.
4. The salad bar was very successful. Originally was scheduled for only one day, however, in order to avoid having waste it was decided run it two days. Last Tuesday Bob set up an extra table for Bingo so it is believed that the increase in traffic was as a result of having the salad bar. The soup is purchased at Restaurant Depot.
5. The Bocce Court was going to be done by an Eagle Scout, however, he decided to go to the Library to do a project. Scott Ripley will be asked to include it in the Spring Cleanup after July 1st. Scott does the landscaping at the Senior Center presently.
6. The recording secretary position has been posted and there should be more information available by the July Board Meeting.
7. Ms Sasso has sent along the updated Code of Conduct Policy to the board members for their approval.
8. Wood shed will be left to be managed by the new facilities manager. He will be at the Senior Center as one of his first duties. He will be the contact person for anything building related.
9. The Legal seminars are full. There are two scheduled and both are full. Mr. MacInnis is of the opinion that a legal fair should be organized.
10. The piano has been taken by a high school student. We are still looking for someone to take the organ.

5. Unfinished Business

Guidelines for Senior Center Participation. Some concerns were on the last page. Make clear if participant disagrees they can make a formal appeal to the Town Manager.

MOTION: Dr. Aldrich made the motion to accept the Code of Conduct as revised; seconded by Ms Sasso and the motion unanimously carried 11-0.

6. New Business

Mr. MacInnis suggested that the board call the Selectman to ask that Ms Desmond get reappointed to the COA Board.

Ms. Desmond thanked Mr. McNaught for his years of service on the COA Board. Mr. McNaught left the meeting at 1:25pm.

MOTION: Dr. Aldrich made the motion to adjourn at 1:30 p.m.; seconded by Ms. Walsh and the motion unanimously carried 10-0.

Approved: August 17, 2016

Documents Discussed and/or Presented May 18, 2016

- 1) **COA Meeting Agenda Handout**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 2) **Meeting minutes of June 15, 2016**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Director's Report, Attachments, and Related Documents**
A copy can be found with the Council on Aging Director